

Evaluation Checklist

Community Access to Archives Project

What are you evaluating?

- What aspects of the project were identified for evaluation in the planning stage?
- Will the evaluation balance the needs of both the archives profession and the community and will findings need to be presented in different ways for different audiences?
- What areas will the evaluation focus on?

Possible areas for evaluation include:

- Audience development
- Learning outcomes (formal); accreditation and measures of success
- Learning outcomes (informal); personal and social change, lifelong learning and skills development, and enjoyment!
- Partnership working
- Community capacity building
- Success and development of online elements

Why are you evaluating?

- What information is required?
- Who is the intended audience for evaluation findings?
- How will it inform future work and strategic development?
- Will it serve the purpose of sourcing additional funds?

Who will conduct the evaluation?

- Is the core work of evaluation going to be carried out internally or sourced out to a consultant or a combination of both?
- Who will have overall responsibility for the co-ordination of evaluation and if there are several partners, what will be the nature of their involvement be?
- What resources are available in terms of staffing, etc?
- Is there a need for evaluation training?

How will the evaluation be conducted?

- What evaluation techniques are going to be employed and how?

MLA's Inspiring Learning For All Framework provides a methodology for evaluating accessible learning across the heritage sector. Five generic learning outcomes have been identified and presented in a toolkit, which includes evidence of enjoyment and change in values alongside increase in knowledge and understanding. This is available at: www.inspiringlearningforall.gov.uk

The National Institute for Adult Continuing Education (NIACE) has produced the 'lifelines in adult education' series of guides, which includes Evaluating Community Projects. Details are available at www.niace.org.uk/publications/Default.htm

- What checks on effectiveness are going to be used?
- What space, equipment, and materials will be available to support the evaluation?
- What is the evaluation timescale and can evaluation be carried out beyond the lifetime of the project in order to assess the impact of the work undertaken?
- What resources are available in terms of budget, etc?
- How will the results be communicated?

Introductory Advice

Community Access to Archives Project

Introductory Advice on Archival Issues

This is a list of accessible sources of advice on a range of issues relating to the use, management and care of archives. This list is also available online at www.nationalarchives.gov.uk/partnerprojects/caap, and will continue to be developed.

Archival research techniques and skills

<http://arts-scheme.co.uk/>

An introduction to oral history

Oral History Society practical advice:
www.oralhistory.org.uk/advice

Storing archives

Basic guide to caring for personal records:
www.nationalarchives.gov.uk/caringrecords

Guide to the storing of archives:

www.britishrecordsassociation.org.uk/publication_pages/Guidelines1.htm

Basic guide to disaster planning:

www.nationalarchives.gov.uk/archives/advice/pdf/memo6.pdf

Principles of conservation and preservation

Basic Preservation Guidelines for Library and Archive Collections:
www.bl.uk/services/npo/preservationguidelines.pdf

Preservation of Photographic Material:

www.bl.uk/services/npo/npo3.pdf

Basic principles of Film and Video preservation:

www.buvc.ac.uk/faf/guidance.htm

Writing a collecting policy

Archive collection policy statements: checklist of suggested contents:
www.nationalarchives.gov.uk/archives/advice/pdf/archive_collection_policy.pdf

Copyright and data protection

Timothy Padfield, *Copyright for Archivists and Users of Archives* (London, Facet, 2004)

Information Commissioner's advice on Data Protection

www.informationcommissioner.gov.uk/cms/DocumentUploads/SMALL%20BUSINESSES%20V1.2.pdf

Managing digitisation

Managing the Digitisation of Library, Archive and Museum Materials: www.bl.uk/services/npo/dig.pdf

Managing objects

Guidance for exhibiting archive and library materials:
www.bl.uk/services/npo/exhib.pdf

Guidance for loans or deposit of records

Terms of loan (deposit) for privately owned archives:
www.nationalarchives.gov.uk/archives/advice/pdf/loanagreement.pdf

Basic archival cataloguing principles:

www.nationalarchives.gov.uk/partnerprojects/a2a/standards.htm

Applying for grant-aid

www.nationalarchives.gov.uk/archives/advice/pdf/applying_grant_aid.pdf

A partnership between

